



USAID

ANNOUNCEMENT NUMBER: 215-2013

OPEN TO : **All interested Candidates/ All sources**
POSITION : **Field Monitoring and Grants Manager (EGAD) - FSN-10**
OPENING DATE : **October 23, 2013**
CLOSING DATE : **November 06, 2013**
WORK HOURS : **Full-time; 40 hours/week**
SALARY : *Ordinarily Resident (OR) contact HR or see link: [LES Pay Scale](#)
*Not-Ordinarily Resident (NOR) Contact HR or see link: [FS Pay Scale](#)
Please see page 4 for NOR definition

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Port-au-Prince is seeking an individual for the position of **Field Monitoring and Grants Manager (EGAD)** in the **Economic Growth and Agricultural Development office (EGAD/USAID)**.

BASIC FUNCTION OF POSITION:

The Field Monitoring Coordinator and Grants Manager (FMCGM) will perform a range of duties. These include monitoring and reporting duties in support of USAID/Haiti's two Feed the Future (FTF) projects, FTF-West/WINNER and FTF-North/AVANSE, and other implementing mechanisms within the portfolio of the Economic Growth and Agricultural Development (EGAD) office at USAID/Haiti. In addition, the FMCGM will serve as a grants manager (AOR) for grants to local organizations, part of the USAID Forward initiative.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact pappersonnel@state.gov or call [509-2229-3205](tel:509-2229-3205).

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A B.S. in rural development, agriculture, agri-business, economics, natural resource management, business administration or a related field.
2. A minimum of 7-years' experience in rural development, MSME development, agriculture, agricultural marketing, or natural resource management.
3. Level 4 (Fluency) in English and Creole, written and spoken is required.
4. Ability to understand the complexities of project activities and objectives, and to collect and analyze information gleaned from site visits of an environmental and general agricultural nature.
5. Must be able and willing to travel to rural areas frequently for trips lasting as long as a week.

Applicants who meet education and work experience requirements may be called in for evaluation of language, typing and computer skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

SUBMIT APPLICATION TO
Human Resources Office
American Embassy, P-au-P, Haiti, P.O Box 1761
Ref.: [Field Monitoring and Grants Manager \(EGAD\)](#)
E-Mail: pappersonnel@state.gov

CLOSING DATE FOR THIS POSITION: November 06, 2013

The US Mission in Port-au-Prince provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED BY : _____
Lewis Tatem, EGAD Office Chief

: _____
Diane Moore, Supervisory Executive Officer (USAID)

FUNDS AVAILABILITY : _____
Beatrice Young, Chief Accountant (USAID)

APPROVED BY : _____
Robert Young, Human Resources Officer